



# Job Opportunity

## State Controller's Office

**Position:** Property Controller I

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** June 5, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Richard Garcia, (916) 323-8472

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-1550-006  
Ref 0605.CRSD2

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general supervision provided by the manager of the Safe Deposit Unit, the Property Controller I will be responsible for reviewing, reporting, storing, tracking, and transferring of safe deposit box contents. In addition, assists in the coordinate of the appraisal and auction of unclaimed property. Duties will include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Examines escheated safe deposit box contents to determine value of property for retention and disposition;
- Prepare cash found in box for deposit to State Treasury;
- Takes physical inventories and maintains perpetual inventory, appraisal records and reconciliation of property on hand;
- Package property for shipping to claimants or the State Treasury vault;
- Request transfer of property to and from the State Treasurer's vault;
- Responsible for reconciliation of inventory with property account records;
- Maintains 8,000 to 12,000 new property accounts annually;
- Maintains an essential security profile and treats property in a confidential manner;
- Identifies safe deposit box contents of value, establishes accounts, and determines those contents meeting the minimal value for live and/or online auction;
- Verifies all information on the computer printout to insure accuracy prior to auction;
- Works in a confidential, dual-security setting;
- Researches safe deposit box claims;
- Prepares monthly activity reports;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Handles contact with holders and owners in regard to the reporting, auction, or claim of safe deposit box contents;
- Assists with all areas of the appraisal and auction phases as needed.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Richard Garcia

Reference 051-550-1550-006 Ref 0605.CRSD2 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).